

**Federal City Performing Arts Association
Gay Men's Chorus of Washington
Board of Directors
Meeting Minutes**

Regular meeting of the 2007-2008 Board of Directors
Offices of Wilmer Hale, 1875 Pennsylvania Ave., NW, Washington, DC
Monday, November 26, 2007

Present

Board: S. Bennett, R. Capps, S. Derrevere, J. Gerard, R. Hall, M. Hill, S. Herman, E. James, G. Kubiak, J. Lee, H. Lewis, R. Mahaffey (by telephone), K. McGee, J. O'Brien, D. Patton, T. Paul, P. Pompeo, S. Rozner, R. Winter

Absent

H. Hartley
S. Katsurinis, with proxy to Lee
B. Nesbitt

Staff, Absent

J. Buhrman
R. Johnson

Proceedings

- 1) Chairman Kubiak called the meeting to order at 7:07 PM.
- 2) Ms. McGee was appointed Secretary pro tem in the absence of Katsurinis.
- 3) Chairman Kubiak explained that Mr. Buhrman and Mr. Johnson were absent because of a conflict with rehearsal for the upcoming holiday concert.
- 4) Chairman Kubiak expressed the Board's feelings of care and concern for Jack Gerard and his family on the illness of his sister and Duward Sumner, a former FCPAA board member, on his recent illness.
- 5) The Consent Agenda, consisting of Board of Director's Minutes of 09/24/07, Reports of the Chair, President, Executive Director, Artistic Director, and the Recruitment/Retention Committee, was approved on a motion by Mr. Hall with a second by Mr. Capps.
- 6) Treasurer Lee presented the financial reports. Tickets sales for "American Carols" are significantly behind estimates. Without a late surge in sales, revenue will be well below budget. The Treasurer's Reports were accepted on a motion by Mr. Paul with a second by Mr. Hall.
- 7) Mr. Hill reported on the activities of the Communications & Marketing Committee. There will be a last minute push to encourage ticket sales. To date, no one has been hired to fill the position of FCPAA Marketing Director.
- 8) Mr. Herman, with Mr. Paul and Mr. James, reviewed the new Employee Handbook. He stated that policies are based on Sarbanes-Oxley

requirements and stressed that transparency and documentation are keys to success.

Several minor edits were suggested such as including comp time policy and making policies more gender inclusive. The Employee Handbook was approved on a motion by Mr. Hall with a second by Mr. Pompeo, with the proviso that any such changes are to be completed by the Executive Committee and reported to the Board at their January meeting..

- 9) Mr. Lewis reported for the Development Committee that Fannie Mae has signed-on as a significant sponsor for the Spring Affair in response to a request by Mr. Adrian Blue and Mr. Andy Van Etten. This year's goal of \$20,000 from Corporate sponsors has almost been met.

The Board has made commitments totaling almost \$30,000 to kick-off the "Teddy 25" fund to honor Dr. Theodore Guerrant for his 25 years of service as Principal Accompanist to GMCW.

A initial event for The Ovation Society, a planned giving program for the chorus, is scheduled to be held on January 26, 2008.

- 10) Mr. Patton demonstrated the Web-based "make a gift now" capability on the GMCW site. The site is secure and will encrypt credit card information to ensure the safety and privacy of on-line donations. A Board calendar has been added to the site.

The Board thanked Mr. Patton and Mr. Ranger for the work they contributed to improving the Web site.

- 11) Mr. Lewis discussed the proposed Fundraising and Donation Policies. Several minor edits were suggested. The Donor Policy was approved on a motion by Mr. Hall with a second by Mr. Hill, with the proviso that any such changes are to be completed by the Executive Committee and reported to the Board at their January meeting.
- 12) Chairman Kubiak requested that nominations for the annual Harmony Awards be submitted to him. The nominations and recommendations will be presented to the Board at the January meeting. [The screening committee consists of the Board chair, Spring Affair chair(s) and Executive Director.]
- 13) The Chair adjourned the meeting at 8:55 PM on a motion by Mr. Pompeo and a second by Mr. Paul.

Respectfully submitted,

Kathleen McGee
Secretary pro tem
December 14, 2007